

Universität Bayreuth, 95440 Bayreuth

To all participants of in-class exams in
Business and Economics

Bayreuth, 2023-01-19

Important information for in-class exams

Dear student,

You are registered for an in-class exam. In your interest and in the interest of your fellow students, we would like to ensure an orderly process that avoids unnecessary hectic and ensures equal opportunities for all. Therefore, please note the following information:

1. The Examinations Office will notify you by e-mail of your examination room and assigned seating. There will be no posted seating plans, so this information via e-mail is important.
2. Please take only the approved exam aids to your seat. In addition, you must bring a photo ID and your student ID to your seat.
3. Before the actual exam time begins, the supervisors will give instructions on the exam procedure. After that, the supervisors will hand out the exam materials face down.
4. Do not turn over the materials immediately upon receipt. Once all students have received the materials, a supervisor will announce the start of the exam. Then you may turn around and begin working. Turning the materials over prematurely must be considered an attempt to cheat.
5. Please fill out the cover sheet completely first. A supervisor will come to your seat during the exam and check attendance. During this process, the data on the cover sheet will also be checked against the ID cards. Please be prepared to show the cover sheet.
6. A supervisor will announce the end of the exam after the time has elapsed. You may not continue writing from this point on. Please turn over the exam materials immediately at that time. Continuing to work must be considered an attempt to cheat.
7. You may leave the examination room upon announcement of a supervisor. The supervisor can specify an order for leaving in an orderly manner.
8. Take your examination booklet with you and place it on the pile provided at the exit before leaving the room. You may not leave the exam room if you have not turned in your exam booklet.

The team of the Dean's Office wishes you good luck with the exams!